

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: Jannis Conselyea	FROM:	Name and Title: Todd Hoar - Director
	Organizational Unit: Program Support, Bureau Chief		Organizational Unit: Silver Bow DD Council
	Address: lli SandersP0 Box 4210 Helena, Montana 59604		Address: 305 W. Mercury #105 Butte, MT 59701

1. TYPE OF REQUEST: ☐ Follow-up to Verbal Request - Date of Verbal Request: . ☒ Written Request

2. STATEMENT OF QUESTION OR ISSUE: Can the minutes from an Incident Review Committee, assuming all the required components from Rule are present, just be typed in the GER/IR. The State Form Title drop down box could be selected as Incident Review Committee and the minutes typed in the Follow-up comments box. This benefits by having all documentation regarding this incident in one place. I am not saying this would have to be the only way minutes are done, but after a conversation on the small provider conference call, this would be a great way for small providers to document low numbers of incidents. At our 11-23-10 IMS meeting, it was suggested I write this request.

References: Minutes of Small Provider Meeting 11-9-10 SBDDC/MVSDC IMS Meeting 11-23-10

3. ANSWER: If there are five or less incidents to review and an agency would like to record the minutes, providing all the information required by the Incident Management Policy is reported, the provider may write the required weekly minutes on the THERAP State Form, utilizing the process referenced above. The minutes must be available for review by the Quality Improvement Specialist and the Case Manager who must be notified by the provider of their availability for review and copying in a timely manner. The monthly trend summary must be all in one document and not attached to the individual Incident Reports in Therap.

References

Approved and Issued by:

(Program Director)

Date: 4-8-11

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